

**Division of Aging and Adult Services, Administrative Letter No. 04-8**  
**Adult Services Section**

**Date:** April 5, 2004

**Subject:** Change in the Federal Poverty Level for SA In-Home Cases

**Distribution:** County Directors  
Special Assistance Supervisors  
Adult Services Supervisors

Effective April 1, 2004, the Federal Poverty Level will increase from \$749 to \$776 for an individual. The purpose of this letter is to advise how this change will affect SA In-Home (SA/IH) cases.

The income limit for an individual to qualify for the SA In-Home Program, which is equal to the Federal Poverty Level, will increase to \$776 effective April 1, 2004

The poverty level is also the Domiciliary Rate that is entered in EIS for authorized SA In-Home (SA/IH) cases.

Please note that the change in the Federal Poverty Level does not affect the amount of the SA/IH payments. The maximum SA/IH payment is calculated by subtracting the individual's Total Countable Monthly Income from the SA/IH payment standard, and then dividing by 2. The payment standard for the SA In-Home Program remains at \$1,127. The actual payment, not to exceed the maximum allowable payment, is determined by the Adult Services case manager based on the comprehensive assessment and service plan.

**I. SA/IH Cases Active on March 31, 2004**

The following automated changes were made in EIS to all SA/IH cases (ambulation capacity code 'H') that are active in EIS on March 31, 2004:

- A. The Domiciliary Rate changed from \$749 to \$776.
- B. A Case Profile was created for each updated case, with the message:  
MASS CHANGE DUE TO SA IN-HOME RATE CHANGE.
- C. There is a report in NCXPTR identifying the SA/IH cases that updated during the mass change. The report is entitled SA DEMO IN-HOME RATE CHAN. The report is sorted by county, worker number, and in alphabetical order.
- D. There is a report in NCXPTR identifying SA/IH cases that did not update. The report is entitled SA DEMO IN-HOME ERROR RPT. The report is sorted by county, worker number, and in alphabetical order.

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**II. SA/IH Applications Pending on April 1, 2004**

- A. Determine eligibility for SA/IH payments using the new income limit of \$776 for April 1, 2004 and later. For months prior to April 2004, determine eligibility using the income limit of \$749.
- B. IF eligible, approve the SA/IH application with a Payment Effective Date of 042004 (or later if eligibility begins in a later month).
  - 1. The Total Countable Monthly Income cannot be greater than \$776.
  - 2. The Domiciliary Rate must be \$776.
  - 3. The Maintenance Amount cannot be greater than \$952. The Maintenance Amount must equal the Total Countable Monthly Income + the SA/IH payment amount.
- C. If the applicant is eligible for an SA/IH payment for months prior to April 1, 2004, authorize payments for those months in the "Retro" fields on the DSS-8125.

**III. Redeterminations and Changes in Situation**

For regular reviews and for changes in situation, determine eligibility for SA/IH payments using the new income limit of \$776 for April 1, 2004 and later. For months prior to April 2004, determine eligibility using the income limit of \$749.

**IV. Additional Changes**

Edits in EIS has been revised to allow using a DMA-5022 to issue supplemental benefits for SA/IH cases (Ambulation Capacity Code 'H').

If you have any questions regarding this information, please contact your Adult Programs Representative.

Sincerely,

*Karen E. Gottovi*

Karen E. Gottovi  
Director